



**AGENDA
CITY OF WINDCREST, TEXAS**

SPECIAL CITY COUNCIL MEETING

August 05, 2013

**Special City Council Meeting
6:00 P.M.**

NOTICE IS HEREBY GIVEN THAT A SPECIAL WINDCREST CITY COUNCIL MEETING WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE 5TH DAY OF AUGUST 2013 STARTING AT 6:00 P.M. DURING THE MEETING THE FOLLOWING SUBJECTS WILL BE CONSIDERED AND THE COUNCIL MAY TAKE ACTION ON ANY OF THE LISTED SUBJECTS.

THE CITY COUNCIL RESERVES THE OPTION TO RECESS THE MEETING DURING THE EVENING OF AUGUST 5, 2013 AND TO RECONVENE THE MEETING ON THE FOLLOWING DAY, AUGUST 6, 2013 AT 9:00 A.M. AT THE WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS.

IT IS ANTICIPATED THAT MEMBERS OF OTHER CITY BOARDS, COMMISSIONS AND COMMITTEES MAY ATTEND THE MEETING IN NUMBERS THAT MAY CONSTITUTE A QUORUM OF SUCH OTHER CITY BOARDS, COMMISSIONS AND COMMITTEES, SO THAT NOTICE IS HEREBY GIVEN THAT THE MEETING IS ALSO A MEETING OF THE OTHER CITY BOARDS, COMMISSIONS AND COMMITTEES WHOSE MEMBERS ARE IN ATTENDANCE. THE MEMBERS OF THE OTHER CITY BOARDS, COMMISSIONS AND COMMITTEES MAY PARTICIPATE IN DISCUSSIONS WHICH OCCUR AT THE MEETING, BUT NO ACTION WILL BE TAKEN BY THE OTHER BOARDS, COMMISSIONS AND COMMITTEES WHOSE MEMBERS ARE IN ATTENDANCE.

Ordinance No. 618 (09/20/10), Repealing Ordinance No. 593

At all City Council, City Commission or City Board meetings, the agenda shall include a "citizens to be heard" item. It is suggested that Citizens wishing to speak during this item sign in on the sign up roster prior to the meeting. During "citizens to be heard" comments, each individual may speak on an agenda item or any other matter affecting the city. In addition to the "citizens to be heard" portion of meetings, a person may make comments on agenda items prior to the vote on the agenda item. A member of the public will have a total of six (6) minutes to be heard during a City Council, City Commission or City Board Meeting. This does not include any responses from the body. The six (6) minutes time limit authorized herein may not be transferred to another speaker in whole or in part. The presiding Officer or his/her designee will assign a Time Keeper to each meeting. The Time Keeper will maintain strict compliance of the six (6) minute rule, stopping speakers who exceed the allotted time. As authorized by Section 551.042 of the Texas Government

Code, the Presiding Officer may direct a City Official to make: a statement of specific factual information in response to an inquiry made by a member of the public or of the City Council, or; a recitation of existing policy in response to an inquiry made by a member of the public or the City Council. Any deliberation or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting. Any question posed by a Citizen, Council Member, Board Member or Commission Member for which an answer is not available at a meeting shall be answered by a member of the staff or Presiding Officer at the next regular meeting of the Body, if an answer is reasonably available and prudent. If the information is sensitive, staff will seek advice from the City Attorney.

REQUEST ALL PAGERS AND CELL PHONES BE TURNED OFF, EXCEPT EMERGENCY ON-CALL PERSONNEL. CITIZENS ARE ASKED TO REFRAIN FROM TALKING DURING COUNCIL PROCEEDINGS.

Meeting Chair: please remind each participant in your meeting that they must speak into a microphone; the recording is the Official Minutes of your meeting and all who speak must be recorded. All guest speakers and citizens to be heard must speak from podium. Please interrupt speakers during meeting if you recognize that they are not speaking into microphone and have them do so.

I. Call to Order, Pledge of Allegiance, Invocation and Announcement

II. Citizens to be Heard on Subsequent and Non-Subsequent Agenda Items (6:00 P.M.)

1. A member of the public will have three (3) minutes to discuss non-subsequent agenda items.
2. A member of the public will have six (6) minutes to discuss subsequent agenda items.
3. City Council may discuss and respond to current and past agendas on subsequent and non-subsequent agenda items by citizens to be heard.

III. Presentations

NONE

IV. Ordinances **"In conjunction with the first reading of an ordinance, a motion should be made to either "reject the proposed ordinance" or "to forward the proposed ordinance to a subsequent City Council meeting for final adoption at its second reading".**

NONE

V. Resolutions

1. City Council will review, discuss and may take action on Resolution No. 2013-446(R), a resolution designating CERT (Citizen Emergency Response Team) as an official City organization of the City of Windcrest. (Att. 1) (Ref 07.29.13 SCCM http://windcresttx.granicus.com/MediaPlayer.php?view_id=8&clip_id=1096)

2. City Council will review, discuss and may take action on Resolution No. 2013-447(R), a resolution approving an extension of a planning services agreement between the City of Windcrest and Rebecca Quintanilla Cedillo, DBA Strategic Initiatives, and authorizing the City Manager to execute said extension. (Att. 2)
3. City Council will review, discuss and make take action on Resolution No. 2013-448(R), a resolution authorizing the City Manager to renew an annual maintenance contract with Spillman Technologies, Inc. for a cost of \$22,900.00. (Att. 3)
4. City Council will review, discuss and make take action on Resolution No. 2013-449(R), a resolution authorizing the purchase of four radar speed signs from All Traffic Solutions for a price of \$18,560.00, and authorizing the City Manager to negotiate and execute a contract for such purchase. (Att. 4)
5. City Council will review discuss and make take action on Resolution No. 2013-450(R), a resolution authorizing the City Manager to renew an annual contract with the City of San Antonio for Police/Fire radio services for a cost of \$16,120.08. (Att. 5)
6. City Council will review, discuss and make take action on Resolution No. 2013-451(R), a resolution authorizing the purchase of an additional \$19,360 of Engineering Services from Raba Kistner for Roadway CIP Management per Work Authorization 2013-03. (Att. 6)

VI. Discuss and Act

1. City council will review, discuss, and may take action on authorizing the city manger to execute a change order with AJ Commercial Services (ASC) not to exceed 35,000 for the performance of additional CIP roadway improvements. (Att. 7)
2. City Council will review and discuss the meeting times for the SCCM and Public Hearings regarding the fiscal year 2013/2014 Budget which are as follows....(Att. 8) Ref 07.30.13 SCCM
http://windcresttx.granicus.com/MediaPlayer.php?view_id=8&clip_id=1099 02:09:38)
 - Special City Council Meeting / Budget Workshop
Thursday, August 15, 2013 at 6 PM.
 - 1st Budget Public Hearing
Tuesday, September 3, 2013 at 9 AM.
 - 2nd Budget Public Hearing / Special City Council Meeting
Monday, September 9, 2013 at 6 PM.

3. City Council will review, discuss and may take action on changing the September Council dates from Special City Council Meeting 09.02.13 to 09.09.13 and Regular City Council Meeting from 09.16.13 to 09.23.13 due to a City Holiday (Labor Day) taking place on the first Monday of the month on which Special City Council Meetings are scheduled.

VII. General Announcements & Future Agenda Items Requested

Per Ordinance No. 618, repealing Ordinance No. 593; Section 9: Every agenda shall include an item entry granting a member the opportunity to propose an item for consideration of future agendas for Regular or Special Meetings. Any member may request the inclusion of such items at any meeting.

VIII. Adjournment

The City Council reserves the right to retire into executive session whenever it is considered necessary and legally justified under the Texas Government Code, Subchapter D, Sections 551.071 et. seq. including, but not limited to, consultation with attorney, real property, prospective gifts, personnel matters, exclusion of witness, security devices, and economic development matters.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the City Council of the City of Windcrest is a true and correct copy of said Notice and was posted on the bulletin board at City Hall of said City in a convenient place to the public and said Notice was posted more than seventy-two hours prior to the meeting on August 05, 2013.

By:  , City Secretary

In compliance with the Americans With Disabilities Act, the City of Windcrest Council Chambers are wheelchair accessible, and accessible parking spaces are available. The City of Windcrest will provide for reasonable accommodations for persons attending City Council meetings. To better serve you, requests should be received 48 hours prior to the meetings. Please contact Kelly Rodriguez, City Secretary, at 210-655-0022 ext. 2150 or Fax 210-655-8776.

I certify that the attached notice and agenda of items to be considered by the City Council was removed by me from the City Hall bulletin board on the ____ day of August, 2013.

____ Title: _____



RESOLUTION NO. 2013-446 (R)

A RESOLUTION DESIGNATING CERT (CITIZEN EMERGENCY RESPONSE TEAM) AS AN OFFICIAL CITY ORGANIZATION OF THE CITY OF WINDCREST

WHEREAS, the City Council has determined that it would enhance the safety and welfare of the citizens of the City of Windcrest for the city to designate CERT (Citizen Emergency Response Team) as an official city organization.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windcrest, Texas, that CERT (Citizen Emergency Response Team) is designated as an official city organization of the City of Windcrest.

DULY PASSED AND APPROVED, on the ____ day of _____, 2013 at a regular meeting of the City Council of the City of Windcrest, Texas, which meeting was held in compliance with the Open Meetings Act, Tex. Gov't. Code, §551.001, et. seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

Alan Baxter, Mayor

ATTEST:

Kelly Rodriguez, City Secretary

APPROVED:

Michael S. Brenan, City Attorney



WINDCREST

TEXAS

RESOLUTION 2013-447(R)

August 5, 2013

SUBJECT: City Council will review, discuss and may take action on Resolution No. 2013-447(R), a resolution approving an extension of a planning services agreement between the City of Windcrest and Rebecca Quintanilla Cedillo, DBA Strategic Initiatives, and authorizing the City Manager to execute said extension

1. BACKGROUND/HISTORY

Our inherited situation with the city's lack of an "Official Master Plan" was left in limbo by previous administrations. We also inherited an incomplete and outdated Chapter 23 "Zoning, Planning & Zoning Commission, and Board of Adjustment" with continued development of the City improving and updating Chapter 23 is crucial to the future development of our City.

2. FINDINGS/CURRENT ACTIVITY

Ms. Cedillo of Strategic Initiatives has proven invaluable in her expertise and development of planning services and master plan execution. We feel that working with her has allowed us to move forward and at a cost that is very reasonable. Ms. Cedillo has been working with the Planning and Zoning board, Mr. Castillo, administration and the WEDC with many of the planning and development issues that the city is currently engaged in. (attached Ms. Cedillo's resume and credentials)

3. FINAL IMPACT

Ms. Cedillo of Strategic Initiatives will help to ensure we have a very comprehensive planning and development and realistic master plan for the city.

4. ACTION OPTIONS/RECOMMENDATION

City Manager & Staff requests and recommends that Windcrest City Council approve an extension of the planning services agreement.

Rebecca Q. Cedillo

President, Strategic Initiatives, Inc.

beckycedillo@hotmail.com

Specialties

Urban Planning, land use, environment/natural resources, government liaison, strategic planning, organizational development, group facilitation.

Experience

Board Member at SAMMinistries

2010 - Present (3 years)

Secretary and Board of Managers member. at University Health System of Bexar County

February 2006 - Present (7 years 7 months)

Chair, Academic Council, Board of Trustees at St. Mary's University

2005 - Present (8 years)

President/Owner at Strategic Initiatives, Inc.

January 2001 - Present (12 years 8 months)

Strategic Initiatives is a small, minority woman owned business enterprise providing strategic planning, group facilitation, urban planning, policy development and civic involvement expertise.

Adjunct Professor at St. Mary's University

2004 - 2008 (4 years)

Adjunct professor in Urban Affairs Graduate program. Courses included topics in Urban Planning, Public Policy, Urban Political Systems and Strategy Development.

Chief Water Resources at San Antonio Water System

August 1992 - January 2001 (8 years 6 months)

Preparation and assurance of passage of first ever 50 year water plan for City of San Antonio and South Texas region. Duties included creation and development of water resource activities related to conservation, reuse, drought management, water quality, and alternative sources. Day-to-day activities included ordinance preparation, land use and environmental oversight, regulatory oversight of permits for water and wastewater plants, capital improvement planning, community education, and legislative liaison.

Director of Planning at City of San Antonio

April 1988 - August 1992 (4 years 5 months)

Formulate and implement departmental and City policy as it affects the City's zoning and subdivision regulatory functions including neighborhood plans, environmental issues, downtown, land use and development and the Master Plan. Maintain communication with all departments and the City Manager as

well as City Council, elected and appointed officials, community and professional groups and oversight of 12 Boards and Commissions. Also prepared and presented legislation at the State and Federal level.

Skills & Expertise

Land Use

Government Liaison

Organizational Development

Urban Planning

Policy

Community Outreach

Community Relations

Strategic Planning

Government Relations

Public Policy

Research

Non-profits

Leadership Development

Program Management

Staff Development

Government

Event Planning

Grant Writing

Leadership

Public Relations

Program Development

Public Speaking

Proposal Writing

Volunteer Management

Nonprofits

Event Management

Community Development

Management

Project Planning

Social Media

Strategy

Policy Analysis

Projects

San Antonio Water System Sanitary Sewer Overflow Program

June 2013 to Present

Members:Rebecca Q. Cedillo

As a subcontractor to HDR Engineering, provide project management services in the development and implementation of an organizational oversight program to assure compliance with the EPA Consent Decree requirements. Duties include, master schedule updates and progress reports, cost controls, program charter, organizational and staffing plans for optimization of business processes and procedures as well as stakeholder presentations. Strategic Initiatives will also prepare an internal communications plan including all necessary tools and forms of reporting.

City of Windcrest

May 2013 to Present

Members:Rebecca Q. Cedillo

Provide urban planning services related to conducting the Master Plan development and approval process with appointed and elected officials. Review and update current zoning and subdivision regulations and related ordinances. Develop long term opportunity scenarios for specific geographic areas requested by City including feasibility consultation regarding potential economic incentives for development.

VIA Long Range Multi-Modal Project Management Program

November 2011 to Present

Members:Rebecca Q. Cedillo

As a subcontractor with HNTB engineering, participate in coordination of activities related to intergovernmental relations, strategic planning, outreach, legislation/regulatory and land use planning.

RiverSouth Area Coordinated Management Plan

January 2010 to November 2010

Members:Rebecca Q. Cedillo

Researched and prepared a long-term, comprehensive organizational and management plan for use by Bexar County, San Antonio River Authority, City of San Antonio and the National Parks System for oversight and implementation of the San Antonio River improvements southern section including the historic Missions.

Education

Massachusetts Institute of Technology

Master City Planning, Urban Planning, Public Policy, Organizational Development

St. Mary's University

BA, Political Science, Economics

Interests

Writing, reading, gardening, fishing, golfing (just learning).

Rebecca Q. Cedillo

President, Strategic Initiatives, Inc.

beckycedillo@hotmail.com



[Contact Rebecca Q. on LinkedIn](#)

Rebecca Quintanilla Cedillo
San Antonio, TX
beckycedillo@hotmail.com

Ms. Cedillo is President of Strategic Initiatives Consulting. The firm provides strategic planning, organizational development, community involvement, policy development and analysis and management services for businesses and public agencies. She is currently on several civic boards as well as a City and County appointee to Task Forces related to public policy, strategic planning, natural resource and urban planning issues.

Ms. Cedillo retired from public service as Chief of Water Resources for the San Antonio Water System. She began with SAWS as Vice President of Planning.

Her duties included preparation, assurance of passage and full funding of the City's first successful long term water resources plan for the region to provide new sources to the City of San Antonio. Her responsibilities included development and implementation of the 50 year water resource activities including conservation, recycling, drought management, alternate source acquisitions and project management. The Water Resources Group is also charged with watershed management and programs to insure the protection and quality of the Edwards Aquifer and future sources of supply. Other programs include education and community outreach for employees, schools and residential and business customers as well as oversight of several citizens advisory committees. Day-to-day activities such as environmental assessments, economic development, land use master planning and regulatory compliance issues related to water and wastewater permitting also are Group responsibilities. She also served as Director of Water Resources for the City of San Antonio, in advance of SAWS creation by the City Council in 1992.

Prior to her water resource positions, Ms. Cedillo served as Director of Planning for the City of San Antonio. Duties there included land use regulation, housing, transportation and downtown redevelopment, environmental, natural resources and urban design projects as well as oversight of 12 boards and commissions. Her career spans over 25 years in service to municipal government in various progressive leadership and administrative capacities.

Ms. Cedillo's professional affiliations included Chair of the Intergovernmental Affairs Division of the American Planning Association, Water Resources Council member of the American Water Works Association and the Urban Land Institute. In addition, she served as secretary of the Alamo Public Telecommunications Executive Board (KLRN), United Way of San Antonio Board of Directors, member of the San Fernando Cathedral Community Centre business affairs and strategic planning committees, Leadership Texas and the San Antonio Parks Foundation. Currently she serves on the St. Mary's University Board of Trustees and chair, Academic Affairs Council, the Bexar County University Health System Board of Managers, the SAMMinistries Board of Trustees and the Mayors' Task Force for Teen Pregnancy Prevention.

She is a recipient of several awards for municipal planning projects as well as author and presenter of numerous professional articles. She is a native San Antonian and graduate of the Massachusetts Institute of Technology with a Master's Degree in City Planning and a Bachelor's degree in Political Science and minor in Economics from St. Mary's University graduating magna cum laude.

WINDCREST

INTRODUCTION

Every city is different. Each a mixture of old and new homes, shopping centers, markets, shaded walkable streets, and busy commercial corridors. Whatever the combination, it is still a collection of people. People with different tastes, interests and resources who have settled in that special geographic area because they found employment, schools for their children or a place to retire.

What makes it a community and differentiates itself from other places is its economic condition, culture and its history. These factors and more affect the nature of a community. However, the one pivotal factor that makes a difference is the extent to which the community has guided the use and development of its environment through a Master Plan.

A Master Plan helps a community affect its growth and development. As a balance, it can be an important tool to prevent degradation of resources, maintain the commercial and economic base, provide good public facilities or improve housing stock and infrastructure.

PURPOSE

The Master Plan is the only public document that describes the community as a whole in terms of its complex and mutually supporting networks.

As a policy statement of long-term goals, it provides both a broad long-term perspective and a guide to short-term community decisions.

A Master Plan is prepared and implemented with an eye to:

- Influence and manage the development of the community;
- Coordinate public and private investment;
- Minimize conflict between land uses;
- Increase both the benefits and cost-effectiveness of public investment;

- Forecast and ensure that infrastructure and community facilities are established in advance of demand and located to best serve the community.

Master plans provide the basis for rational decision making but do not replace the decision-making process, nor take the place of the City's codes and other ordinances in establishing regulations. In applying such regulations, consideration should be given to the principles, goals and policies of the Master Plan.

The Master Plan is intended to provide guidance in the evaluation of future decisions on land use, infrastructure improvements, transportation and other issues. In addition, ordinances proposed and considered after the Master Plan adoption should be consistent with the relevant goals and policies contained in the Plan. If an ordinance establishing or modifying rules or regulations is being considered contrary to the goals and policies of the Plan, either the Plan should be reviewed and amended prior to the adoption of the ordinance, or it should clearly state those circumstances that necessitate its conflict with the Plan.

Community planning is a continuous and dynamic process. It helps the community achieve goals important to its citizens and the community at large. Over time, these goals will likely change. At that time the community must again review where they have been, how they got there and what has changed and where they want to go next.

The Planning and Zoning Commission should perform an annual review of the Master Plan principles, goals and policies and forward recommendations for amendments to the Plan to the City Council. The Commission should also prepare an annual report on development and planning activities. The report should indicate changes in current trends and appropriate laws and regulations, include recommendations for changes to the Master Plan's implementation and evaluate the City's progress.

VISION

The City of Windcrest promotes a high quality of life, balancing neighborhood stability, economic opportunity and responsible growth.

GUIDING PRINCIPLES

- Preserve, protect and enhance the integrity, economic viability and livability of Windcrest's neighborhoods.
- Promote economic diversity and jobs creation.
- Encourage a balance of new development and redevelopment.
- Support the implementation of the Parks and Recreation Open Space Master Plan, adopted July 25, 2012 (Resolution 2012-385 R).
- Provide an environment for the positive community input and collaboration in attaining the Master Plan Goals and Policies.

Realizing both the Vision and Guiding Principles require clear attainable Goals that address basic issues for Windcrest. Policies for attaining the goals must direct the City's planning and implementation strategies.

The key is to create goals and policies that Windcrest can use to measure its progress in fulfilling the vision for the future.

These goals and policies are dynamic. It is important that the entire community, citizens and organizations continue to share their ideas regarding the future.

GOALS AND POLICIES

Growth Management: Utilize City resources and authority to manage growth and development.

Policy 1-Conduct a review of city codes, ordinances and the Master Plan and revise all outdated, conflicting or ineffective requirements and definitions.

Activity/Task 1

Activity/Task 2

Activity/Task 3 etc....

Policy 2-Develop a process for responding to projected change.

Policy 3-Develop, implement and annually update a comprehensive five-year Capital Improvements Plan that sets priorities for specific projects.

Policy 4-Minimize the negative impact and maximize the benefit from development located outside and adjacent to Windcrest.

Economic Development: Promote a business-government relationship that addresses the need of businesses to operate in a positive and mutually beneficial environment.

Policy 1-Recognize and support the efforts of the Windcrest Economic Development Corporation.

Policy 2-Encourage economic diversity and jobs creation compatible with the quality of life values of Windcrest.

Policy 3>Create an environment of entrepreneurship, productivity and innovation in Windcrest that promotes business start-up and growth.

Policy 4-Take advantage of the proximity of Windcrest to both information technology and large military posts/bases as magnets for growth.

Community Identity: Plan, locate and maintain infrastructure, utilities and facilities to aid and maintain safe, healthy and sustainable environment for community activity.

Policy 1-Locate police, fire, and code compliance facilities to provide effective service and support the efforts of volunteer services on the community behalf of safety and security.

Policy 2-Ensure that components of the Windcrest Parks and Recreation Open Space Master Plan are supported for implementation.

Policy 3-Provide and encourage transportation options that emphasize convenience, safety, environmental quality and efficiency.

Policy 4-Provide safe, attractive, well-maintained neighborhoods for all residents.

PROPOSAL

SUPPORT IN URBAN PLANNING SERVICES

CITY OF WINDCREST

STRATEGIC INITIATIVES

Rebecca Quintanilla Cedillo

The City of Windcrest is currently embarking on several urban redevelopment projects that require extensive coordination and knowledge of infrastructure, land use, utilities and other related urban development issues.

At this stage in Windcrest's efforts, the foundation for establishing a work program dedicated to implementing the community vision and in turn, its prosperity as a viable, economic and "quality of life" place to live and grow is necessary.

In collaboration with assigned staff, the contractor, Strategic Initiatives, will assist the City of Windcrest and other team members to prepare the following tasks:

PLANNING

Utilizing the existing related development provisions—

- Review and recommend update of the current Zoning and Subdivision regulations.
 - Evaluate Chapter 23 and provide draft language to meet current legislative mandates
 - Suggest reorganization model of Chapter 23 for ease of use

- Assess current Zoning classifications and provide recommendations to allow for flexibility in City economic growth opportunities and maximize protection of character and community values.

2) Collaborate with staff and Planning/Zoning Commissioners in the Master Planning development, community participation and approval process.

3) Prepare a cursory land use analysis of assigned geographic areas.

- Provide short and long-term land use study for proposed projects.
- Offer comment/input as requested regarding land use impacts (zoning, siting, procedural etc.) for proposed redevelopment of existing areas and new projects.

4) Accompany supervisor and other designated City of Windcrest representatives for meetings with key stakeholders.

PROGRAMMING

Prepare a preliminary report to supervisor for implementation plan including but not limited to all related action steps, constituents, regulatory requirements, timing, funding priorities, etc.

- 1) Outline strategies for policy implementation balancing urban development potential and community standards/quality of life.
- 2) Develop scenarios for long-term opportunities for specific geographic areas as determined by City.

3) Provide feasibility consultation regarding potential economic incentives for development.

REPORTING: The consultant will report directly to staff as assigned. The consultant will meet regularly with supervisor, designated staff and other key individuals as assigned.

DURATION: The contract will commence August 10, 2013 and expire on December 31, 2013.

SCHEDULE AND COMPENSATION: During this period, the consultant will be paid \$2750.00 per month. This contract for services will not exceed a total of 40 hours monthly.

Rebecca Quintanilla Cedillo
President, Strategic Initiatives

Rafael Castillo, Jr.
City Manager, City of Windcrest



RESOLUTION NO. 2013-447(R)

A RESOLUTION APPROVING AN EXTENSION OF A PLANNING SERVICES AGREEMENT BETWEEN THE CITY OF WINDCREST AND REBECCA QUINTANILLA CEDILLO, DBA STRATEGIC INITIATIVES, AND AUTHORIZING THE CITY MANAGER TO EXECUTE SAID EXTENSION.

WHEREAS, the City Council has determined that it would be beneficial for the city to extend the services of Rebecca Quintanilla Cedillo, dba Strategic Initiatives, for the planning of development of land uses in the City of Windcrest through December 31, 2013 at a cost of \$2,750.00 per month.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windcrest, Texas, that:

1. That an extension of the existing Planning Services Agreement between the City of Windcrest and Rebecca Quintanilla Cedillo, dba Strategic Initiatives, for the planning of development of land uses in the City of Windcrest through December 31, 2013 at a cost of \$2,750.00 per month.
2. The City Manager is authorized to execute all documents necessary to implement such extension on behalf of the city.

DULY PASSED AND APPROVED, on the ____ day of _____, 2013 at a regular meeting of the City Council of the City of Windcrest, Texas, which meeting was held in compliance with the Open Meetings Act, Tex. Gov't. Code, §551.001, et. seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

Alan Baxter, Mayor

ATTEST:

Kelly Rodriguez, Assistant City Secretary

APPROVED:

Michael S. Brennan, City Attorney



City Council Agenda Item Report

August 5, 2013

Contact – Chief Al Ballew/ Michael McAlear
aballew@windcrest-tx.gov / mmcalear@windcrest-tx.gov

Resolution #: 2013-448(R)

SUBJECT: Deliberation and possible action on a resolution to renew the Annual Maintenance Contract with Spillman Technologies, Inc.

1. BACKGROUND/HISTORY

The Windcrest Police Department utilizes software from Spillman Technologies for Police Communications, Police Reporting and Record Keeping. This annual renewal provides all software updates, on-site training and technical support.

2. FINDINGS/CURRENT ACTIVITY

Request to renew the annual software maintenance from Spillman, with funds from the WCCPD. This item was approved by the WCCPD Board and City Council respectively in the FY2012-2013 budget.

3. FINANCIAL IMPACT

\$22,900.00 funding is available from the WCCPD Budget (Maintenance on Equipment).

4. ACTION OPTIONS/RECOMMENDATION

Staff recommends Council to approve the renewal of the Annual Maintenance Contract with Spillman Technologies, Inc.

Invoice



4625 Lake Park Blvd.
Salt Lake City, Utah 84120
801.902.1200

Page 1/1
Invoice 26005
Date 6/3/2013

Bill To: Windcrest Police Department
Attn: Phillip Anderson
Dept. 8601 Midcrown Drive
Windcrest TX 78239

Ship To: Windcrest Police Department
Attn: Phillip Anderson
Dept. 8601 Midcrown Drive
Windcrest TX 78239

Project #		Customer ID		Salesperson ID		PO Number		Payment Terms		Req Ship Date		Master No.
Maintenance		TXWINPD						Net 30		6/3/2013		21,699
Ordered	Shipped	B/O	Item Number	Description				Discount		Unit Price		Ext. Price
1	1	0	MAINTENANCE	Yearly Maintenance 07/01/13 - 06/30/14				\$0.00		\$22,900.00		\$22,900.00

Subtotal	\$22,900.00
Misc	\$0.00
Tax	\$0.00

A service charge of 1 ½% per month will be charged on all past due amounts. Any issues disputing the timing or amount of any items on this invoice must be brought to the attention of Spillman Technologies within 20 days of the date of this invoice to avoid related service charge.

Total	\$22,900.00
--------------	--------------------



RESOLUTION NUMBER 2013-448(R)

A RESOLUTION AUTHORIZING THE CITY MANAGER TO RENEW AN ANNUAL SOFTWARE MAINTENANCE CONTRACT WITH SPILLMAN TECHNOLOGIES, INC. FOR A COST OF \$22,900.00.

WHEREAS, it will promote the safety and welfare of the citizens of the City of Windcrest to renew an annual software maintenance contract with Spillman Technologies, Inc.; and

WHEREAS, the City of Windcrest City Council authorizes the renewal of an annual maintenance contract with Spillman Technologies, Inc. in accordance with purchasing guidelines.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windcrest, Texas, that:

1. The renewal of an annual software maintenance contract with Spillman Technologies, Inc. for a price of \$22,900.00 is approved.
2. The City Manager is authorized to renew said contract.

DULY PASSED AND APPROVED, on the ____ day of _____, 2013 at a regular meeting of the City Council of the City of Windcrest, Texas, which meeting was held in compliance with the Open Meetings Act, Tex. Gov't. Code, §551.001, et. seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

Alan Baxter, Mayor

ATTEST:

Kelly Rodriguez, City Secretary

APPROVED AS TO FORM

Michael Brenan, City Attorney



City Council Agenda Item Report

August 5, 2013

Contact – Chief Al Ballew/ Michael McAlear
aballew@windcrest-tx.gov / mmcalear@windcrest-tx.gov

Resolution #:2013-449(R)

SUBJECT: Deliberation and possible action on a resolution to purchase four (4) Radar Speed Signs.

1. BACKGROUND/HISTORY

The Windcrest Police Department works consistently to enforce all traffic laws in the City of Windcrest. Consistent professional enforcement on our roadways and in our school zones provides a safe environment and helps to insure that all citizens, visitors and our children remain safe on and around our roadways.

2. FINDINGS/CURRENT ACTIVITY

We are requesting to purchase four (4) Radar Speed Signs from All Traffic Solutions to assist with Traffic Calming measures in our School Zones and throughout the City of Windcrest with funds from the following: Three (3) from School Safety Fund and One (1) from WCCPD Budget. These items were approved by City Council and the WCCPD Board respectively in the FY2012-2013 budget. The quoted price of \$18,560.00 incorporates federal contract pricing (GSA Contract # GS-07F-6092R) which is identical to TXMAS (state contract) pricing.

3. FINANCIAL IMPACT -

\$13,925.00 funding is available from the School Safety Fund and \$4,635.00 funding is available from WCCPD Budget (Capital Expenditures) for total funding of \$18,560.00.

4. ACTION OPTIONS/RECOMMENDATION

Staff recommends the Council to approve the purchase of these four (4) new Radar Speed Signs.



All Traffic Solutions
Div of Intuitive Control Systems, LLC
3100 Research Drive
State College, PA 16801
Phone: 814-237-9005
Fax: 814-237-9006

QUOTE Q-08539

DATE/TIME: 3/20/2013
6:32:29 AM

PAGE
NO: 1

A sign of the future.

Tax ID: 25-1887906
GSA # GS-07F-6092R

For Questions you can
contact:

MANUFACTURER:
All Traffic Solutions

Heidi Traverso
(866) 366-6602, ext 230

Independent Sales Rep:

BILL TO:

Windcrest Police Department
8601 Midcrown
Windcrest, TX 78239

SHIP TO:

Windcrest Police Department

Attn: Joe O'Brien

PAYMENT TERMS: Net 30
CUSTOMER: 209025
CONTACT: (210) 563-9162

ITEM NO:	DESCRIPTION:	QTY:	EACH:	EXT. PRICE:
4000561	Shield 12 Speed Display; base unit w/ mounting bracket	2	\$3,150.00	\$6,300.00
4000647	App, Traffic Suite (12mo); Equip Mgmt, Reporting, Image Mgmt, Alerts, Mapping and PremierCare	2	\$1,500.00	\$3,000.00
4000767	Base Model CREDIT, speed display; requires min 1 yr SmartApp Traffic Suite	2	(\$800.00)	(\$1,600.00)
4000760	All Options Activation: Bluetooth, Traffic Data, Violator Alert, Pictures, Linking (as applic)	2	\$3,000.00	\$6,000.00
4000719	Options CREDIT; requires SmartApp Traffic Suite	2	(\$3,000.00)	(\$6,000.00)
4000639	LFP Battery, 10Ah LFP 12.8VDC (requires LFP Power Kit 4000613)	2	\$275.00	\$550.00
4000613	LFP Power kit, 10Ah battery, internal power controller, charger with connector	2	\$400.00	\$800.00
4000641	Shipping	2	\$110.00	\$220.00

Special Notes:

SALES

\$9,270.00

AMOUNT:

SHIPPING:

TOTAL:

\$9,270.00

Duration: This quote is good for 120 days from date of issue.

Shipping Notes: Unless shipping charges are specifically indicated, prices are FOB factory. Shipping charges may apply

Taxes: Taxes are not included in quote. Please provide a tax exempt certificate or sales tax will be applied.

Warranty: Unless otherwise indicated, all products have a one year warranty from date of sale. Warranty extensions are a component of some applications that are available at time of purchase. A Finance Charge of 1.5% per month will be applied to overdue balances.



A sign of the future.™

All Traffic Solutions
Div of Intuitive Control Systems, LLC
3100 Research Drive
State College, PA 16801
Phone: 814-237-9005
Fax: 814-237-9006

Tax ID: 25-1887906
GSA # GS-07F-6092R

QUOTE Q-08538

DATE/TIME: 3/20/2013
6:25:04 AM

PAGE
NO: 1

For Questions you can
contact:

MANUFACTURER:
All Traffic Solutions
Heidi Traverso
(866) 366-6602, ext 230

Independent Sales Rep:

BILL TO:

Windcrest Police Department
8601 Midcrown
Windcrest, TX 78239

SHIP TO:

Windcrest Police Department

Attn: Joe O'Brien

PAYMENT TERMS: Net 30
CUSTOMER: 209025
CONTACT: (210) 563-9162

ITEM NO:	DESCRIPTION:	QTY:	EACH:	EXT. PRICE:
4000561	Shield 12 Speed Display; base unit w/ mounting bracket	2	\$2,992.00	\$5,984.00
4000647	App, Traffic Suite (12mo); Equip Mgmt, Reporting, Image Mgmt, Alerts, Mapping and PremierCare	2	\$1,425.00	\$2,850.00
4000767	Base Model CREDIT, speed display; requires min 1 yr SmartApp Traffic Suite	2	(\$760.00)	(\$1,520.00)
4000760	All Options Activation: Bluetooth, Traffic Data, Violator Alert, Pictures, Linking (as applic)	2	\$3,000.00	\$6,000.00
4000719	Options CREDIT; requires SmartApp Traffic Suite	2	(\$3,000.00)	(\$6,000.00)
4000716	Solar battery kit, (Sh12,Sh15,SA18,iA18): 26Ah batt & enclosure, w/solar control (60Wmax)	2	\$261.00	\$522.00
4000660	Solar panel, 60W; includes bracket for pole and harness	2	\$617.00	\$1,234.00
4000641	Shipping	2	\$110.00	\$220.00

Special Notes:

**SALES
AMOUNT:** \$9,290.00
SHIPPING:
TOTAL: \$9,290.00

Duration: This quote is good for 120 days from date of issue.

Shipping Notes: Unless shipping charges are specifically indicated, prices are FOB factory. Shipping charges may apply
Taxes: Taxes are not included in quote. Please provide a tax exempt certificate or sales tax will be applied.

Warranty: Unless otherwise indicated, all products have a one year warranty from date of sale. Warranty extensions are a component of some applications that are available at time of purchase. A Finance Charge of 1.5% per month will be applied to overdue balances.



RESOLUTION NUMBER 2013-449(R)

A RESOLUTION AUTHORIZING THE PURCHASE OF FOUR RADAR SPEED SIGNS FROM ALL TRAFFIC SOLUTIONS, INC. FOR A PRICE OF \$18,560.00 AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT FOR SUCH PURCHASE

WHEREAS, it will promote the safety and welfare of the citizens of the City of Windcrest to purchase the radar speed signs displayed in attachment A; and

WHEREAS, the City of Windcrest City Council authorizes the purchase of the radar speed signs displayed in attachment A from All Traffic Solutions, Inc., in accordance with purchasing guidelines.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windcrest, Texas, that:

1. The purchase of the four (4) radar speed signs displayed in attachment A for a price of \$18,560.00 is approved.
2. The City Manager is authorized to negotiate and execute a contract with All Traffic Solutions, Inc. for such purchase.

DULY PASSED AND APPROVED, on the ____ day of _____, 2013 at a regular meeting of the City Council of the City of Windcrest, Texas, which meeting was held in compliance with the Open Meetings Act, Tex. Gov't. Code, §551.001, et. seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

Alan Baxter, Mayor

ATTEST:

Kelly Rodriguez, City Secretary

APPROVED AS TO FORM

Michael Brennan, City Attorney



City Council Agenda Item Report

August 5, 2013

Contact – Chief Al Ballew/ Michael McAlear

aballew@windcrest-tx.gov / mmcalear@windcrest-tx.gov

Resolution #: 2013-450(R)

SUBJECT: Deliberation and possible action on a resolution to renew the contract with the City of San Antonio for Police/Fire radio services.

1. BACKGROUND/HISTORY

The Windcrest Police Department Communications Unit working through the City of San Antonio Radio System is responsible for and dispatches all calls for service in the City of Windcrest for police response inclusive of 911 Emergencies. The Communications Unit also assists with Windcrest Fire/Rescue response in conjunction with Bexar County Fire Alarm. In addition, continuous communication with the San Antonio Police Department and the Bexar County Sheriff's Office is maintained for both Windcrest Police and City of Windcrest Public Safety.

2. FINDINGS/CURRENT ACTIVITY

Request to renew the annual contract with the City of San Antonio for Police/Fire radio services, with funds from the following: General Fund – Police Department (PD-IT Software, Hardware and Supplies) and WCCPD (Maintenance on Equipment). This item was approved by City Council and the WCCPD Board respectively in the FY2012-2013 budget.

3. FINANCIAL IMPACT

\$3,707.62.00 funding is available from Police Department Budget (PD-IT) and \$12,412.46 funding is available from WCCPD Budget (Maintenance on Equipment) for total funding of \$16,120.08.

4. ACTION OPTIONS/RECOMMENDATION

Staff recommends Council to approve the renewal of the contract with the City of San Antonio for Police/Fire radio services.

RECEIVED 06/17/13



City of San Antonio Invoice

Bill To			Facility Location	
WINDCREST POLICE DEPARTMENT 8601 MIDCROWN WINDCREST TX 78239			WINDCREST POLICE DEPARTMENT 8601 MIDCROWN WINDCREST TX 78239	
Invoice Date	Invoice Number	Customer Number	Due Date	Responsible Department
06/13/13	90671069	2718	07/13/13	ITSD 207-8449
Bill for Entire Year June 2013 thru June 2014				
Description		Quantity	Rate	Amount
Public Safety Radios-June 2013-June 2014		840.000	18.0000	15,120.00
Talk Groups-June 2013 - June 2014		24.000	41.6700	1,000.08
Serv Date	Ordin/Preced Doc	Reference Document	Subtotal	
06/13/13		90671069	\$ 16,120.08	
			Tax	
			0.00	
			Total Amount Due	
			\$ 16,120.08	

**QUESTIONS REGARDING
THIS INVOICE SHOULD BE MADE TO:
ITSD
PHONE NUMBER 207-8449**

0900000000271800906710690000016120081

DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT



City of San Antonio
Financial Services Division
Revenue Collections
PO Box 839975
San Antonio, TX 78283-3975

Due Date	Amount Due	Amount Enclosed
07/13/13	\$ 16,120.08	

Payer Name and Address :
WINDCREST POLICE DEPARTMENT
8601 MIDCROWN
WINDCREST TX 78239

Facility Location :
WINDCREST POLICE DEPARTMENT
8601 MIDCROWN
WINDCREST TX 78239

Invoice Date	06/13/13
Invoice Number	90671069
Paid By Customer	2718

0900000000271800906710690000016120081



RESOLUTION NUMBER 2013-450(R)

A RESOLUTION AUTHORIZING THE CITY MANAGER TO RENEW AN ANNUAL CONTRACT WITH THE CITY OF SAN ANTONIO FOR POLICE/FIRE DEPARTMENT RADIO SERVICES FOR A FEE OF \$16,120.08.

WHEREAS, it will promote the safety and welfare of the citizens of the City of Windcrest to renew an annual contract with the City of San Antonio for Police/ Fire Department radio services; and

WHEREAS, the City of Windcrest City Council authorizes the renewal of an annual contract with the City of San Antonio for Police/ Fire Department radio services in accordance with purchasing guidelines.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windcrest, Texas, that:

1. The renewal of an annual contract with the City of San Antonio for Police/ Fire Department radio services for a fee of \$16,120.08 is approved.
2. The City Manager is authorized to renew said contract.

DULY PASSED AND APPROVED, on the ____ day of _____, 2013 at a regular meeting of the City Council of the City of Windcrest, Texas, which meeting was held in compliance with the Open Meetings Act, Tex. Gov't. Code, §551.001, et. seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

Alan Baxter, Mayor

ATTEST:

Kelly Rodriguez, City Secretary

APPROVED AS TO FORM

Michael Brennan, City Attorney



City Council Agenda Item Report

August 5, 2013

Contact – Andrew Hunt/ Michael McAlear
ahunt@rkci.com/ mmcalear@windcrest-tx.gov

Resolution #: 2013-451(R)

SUBJECT: Deliberation and possible action on a resolution authorizing the purchase of an additional \$19,360.00 of Engineering Services from Raba Kistner for Roadway CIP Management per Work Authorization 2013-03.

1. BACKGROUND/HISTORY

On October 8th, 2012 the City of Windcrest City Council passed Resolution 2012-405(R), a resolution authorizing Raba Kistner, Inc. to provide management of the Roadway CIP for a fee not to exceed \$60,920.00 per Work Authorization 2013-03.

2. FINDINGS/CURRENT ACTIVITY

After the completion of CIP Package #1, remaining authorized funds amounted to \$5000.00. Raba Kistner is requesting an additional \$19,360.00 for the completion of Package #2 CIP Design Management per WA 2012-03

3. FINANCIAL IMPACT

\$19,360.00 will be funded from the Street Fund Capital Expenditures Line Item 19-500-800.

4. ACTION OPTIONS/RECOMMENDATION

Staff recommends Council to approve the additional fee not to exceed \$19,360.00 for the performance of Roadway CIP Management per Work Authorization 2013-03.

From: Andrew Hunt [<mailto:ahunt@rkci.com>]
Sent: Thursday, June 27, 2013 9:50 AM
To: Rafael Castillo; Sarah Mangham
Cc: Robert Costigan; Matt Henley
Subject: Request for Additional Services for Package #2 - Roadway CIP

Rafael and Sarah,

As we have discussed previously, we have completed the design phase of Package #1, and have begun the Package #2 design phase under our task order 2012-03 - Roadway CIP Management. However, we have met the authorized budget. Here is an update.

The authorized scope of work and fee was used over the past an almost nine months to develop the CIP program, procure professional design services, meet with City staff, Council Members, and Roadway Committee members throughout the process, develop four efficient design and construction packages, review the design submittals for Package #1, manage the design and procurement process for Package #1, and provide bi-weekly status updates to the City for all of the above. In completing the design phase for Package #1, there remained \$5,000 in the budget. That additional amount has been used to continue to advance the design phase for Package #2, including a full review of the 30% submittal.

The following **Table 1** shows the original scope of work, original fee, and final remaining budget for Package #1. The following **Table 2** shows the proposed Not-To-Exceed fee for completing the Package #2 design, including the credits from the remaining budget of Package #1.

Table 1 – Final Budget Details for Package #1 Design

Scope of Work	Original NTE Fee for Package #1	Remaining Budget after Package #1
CIP Reporting and Administration	\$17,160	\$2,000
Design Phase Management	--	--
Package #1	\$38,070	\$3,000
Develop CIP Execution Plan	\$5,690	--
	\$60,920	\$5,000

Table 2 - Proposed Fee Breakdown for Completing Package #2 Design

Scope of Work	Proposed NTE Fee for Package #2	Credit from Package #1	Proposed <u>Additional</u> NTE Fee for Package #2
CIP Reporting and Administration	\$7,110	(\$2,000)	\$5,110
Design Phase Management	--	--	--
Package #2	\$17,250	(\$3,000)	\$14,250
Develop CIP Execution Plan	N/A	--	--
	\$24,360		\$19,360

The work scope and fee for continued CIP management, including reporting, design management of Packages #3 and #4, and construction administration services for Packages # 1-4 can be determined through separate work authorizations as the projects require.

We request that the current total NOT TO EXCEED budget be increased by \$19,360. How would you like for us to proceed?

As always, please give me a call at 210-699-9090 with any questions!

ANDREW C. HUNT, P.E., CFM

MANAGER – PROGRAM MANAGEMENT SERVICES

P 210 :: 699 :: 9090 • F 210 :: 699 :: 6426 • C 210 :: 854 :: 9518 ahunt@rkci.com www.rkci.com

<image003.jpg>

Raba Kistner Facilities, Inc.

12821 W. Golden Lane • San Antonio, TX 78249

TBPE Firm F-3257

This electronic communication and its attachments contain confidential information. They are forwarded to you without passing through our standard review process.

Design data and recommendations included herein should not be used for final design. If you have received this information in error, please notify the sender immediately.

RESOLUTION NUMBER 2012-405 (R)

A RESOLUTION AUTHORIZING RABA KISTNER, INC. TO PROVIDE MANAGEMENT OF THE ROADWAY CIP AND AUTHORIZING THE CITY MANAGER TO RELEASE A REQUEST FOR QUALIFICATIONS FOR THE ENGINEERING DESIGN OF THE ROADWAY CIP PROJECTS.

WHEREAS, the City of Windcrest desires to enter authorize Raba Kistner, Inc. for Work Authorization # 2012-03, dated October 5, 2012, in accordance with the agreement for professional consulting services dated August 1, 2012 between the City of Windcrest and Raba Kistner, Inc.

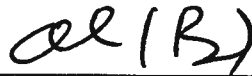
WHEREAS, the existing City of Windcrest staff does not have the engineering consulting experience or expertise needed to best procure and manage the engineering professionals needed for the detailed design and preparation of construction documents for the Roadway CIP.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windcrest, Texas, that:

1. The Raba Kistner, Inc. Work Authorization #2012-03 for the Roadway CIP Management for a not to exceed fee of \$60,920.00.
2. The City Manager is authorized to develop and release a Request for Qualifications for the detailed engineering design and preparation of construction documents for CIP roadway construction projects.
3. The City's 3 year Roadway Capital Improvement Plan is projected to cost approximately \$3.1 million.

DULY PASSED AND APPROVED, on the 8th Day of October, 2012, at a specially scheduled meeting of the City Council of the City of Windcrest, Texas, which meeting was held in compliance with the Open Meetings Act, Tex. Gov't. Code §551.001, et. seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS



Alan Baxter, Mayor

ATTEST:


Kelly Rodriguez, City Secretary

CITY OF WINDCREST

WORK AUTHORIZATION NO. 2012-03

For

PROFESSIONAL CONSULTING SERVICES

By

RABA KISTNER, INC.

In accordance with the AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES (the "Agreement") dated August 1, 2012 between CITY OF WINDCREST (hereinafter call CLIENT) and Raba Kistner, Inc., (hereinafter called CONSULTANT); **CLIENT** hereby authorizes **CONSULTANT** to proceed with the following Services for the following Project.

I. PROJECT

The project has been designated as ROADWAY CIP MANAGEMENT. The Project is located in the City of Windcrest. The **CLIENT** work order 003 is assigned to PO # 2012-03.

II. SCOPE OF SERVICES

The goal of the proposed scope of services is to provide CIP management support to the **CLIENT** in the execution of the **CLIENT**'s first ever multi-year roadway capital improvements program. On the behalf of the **CLIENT**, the **CONSULTANT** will provide administration of the detailed engineering design and preparation of construction documents needed to bid and construct all major roadway projects in the most cost effective manner. The proposed work also includes keeping the **CLIENT** regularly informed through a monthly CIP status letter, monthly CIP update presentations to the City Council, and creation and updating of project map exhibits for the **CLIENT** citizens and leaders to reference. The proposed scope of services is as follows:

CIP Reporting and Administration (FY12-13)

- Project Administration
- Written Monthly CIP Update
- Monthly CIP Updates to City Council
- Provide GIS database of CIP projects with project information, including status

Administration of Detailed Engineering Design and Preparation of Construction Documents

- Develop Request for Qualifications (RFQ) for Detailed Design
 - Define scope of work
 - Define estimated total design fee
 - Define minimum qualifications and weights
 - Develop design schedule
- Support **CLIENT** During Procurement of Detailed Design Professionals
 - Organize and hold a RFQ pre-submittal meeting to answer questions on behalf of the **CLIENT**
 - Review submitted Statement of Qualifications (SOQs) for compliance with RFQ requirements



- Review SOQs and provide a recommendation for final selection to the **CLIENT**. (The **CONSULTANT** recommendation would be in addition to those review recommendations performed by the **CLIENT** and City Council)
- Support **CLIENT** during negotiations for contract and fee with selected firm
- Manage Detailed Design Professionals and Submittal Review Process
 - Answer requests for information from the design engineer on behalf of the **CLIENT**
 - Maintain submittal schedule for submittals at: 10%, 50%, Traffic Control Plan at 70%, 90%, and 100%
 - Perform submittal reviews for design, specifications, and construction cost estimates at each submittal (5 total)
 - Guide design direction as needed on behalf of the **CLIENT**

Develop Multi-Year CIP Construction Execution Plan

- Scheduled and Package Projects for Construction
 - Review construction cost estimates at 50% and 90%
 - Coordinate with City Manager and City Finance Director to package and phase construction projects
 - Provide phasing schedule for all projects at 50% (draft) and 100% (final) of design

The **CONSULTANT** will provide a separate work authorization to the **CLIENT** for performing Geotechnical Engineering services. The scope of services for Geotechnical Engineering services will be based on the soil boring requirements of the selected detailed design engineer.

The **CONSULTANT** will provide a separate work authorization to the **CLIENT** for performing Construction Administration services and Construction Material Testing services once the multi-year CIP Construction Execution Plan is finalized and approved by the **CLIENT**.

III. RESPONSIBILITIES OF CLIENT

The **CLIENT** is responsible for notifying **CONSULTANT** of task requirements, schedules, and expectations.

IV. COMPENSATION

CLIENT shall compensate **CONSULTANT** for providing the services set forth herein in accordance with the terms of the existing Agreement. Based on the scope of work, the **CONSULTANT'S** fee is NOT TO EXCEED \$60,920.00, including related expenses. A breakdown of the **CONSULTANT'S** fee is provided below in

Table 1 – Proposed Fee Breakdown

CIP Reporting and Administration	\$17,160
Administration of Detailed Design and Preparation of Construction Documents	\$38,070
Develop CIP Construction Execution Plan	\$5,690
TOTAL NOT TO EXCEED:	\$60,920

If construction material testing services will be required during the citywide point repairs, the **CONSULTANT** will provide a separate work authorization to the **CLIENT** for approval prior to performing the additional work.

The **CONSULTANT'S** fee proposal is valid for a period of 30 calendar days. The **CLIENT** will pay **CONSULTANT** based on monthly invoices provided by **CONSULTANT**.

The personnel classification and rates anticipated for this project are provided below in Table 2. The specific hourly rate within each classification listed below depends on the experience, special training, and qualifications of the personnel needed for the project. For projects requiring work at any hazardous waste site, there will be a \$10 per hour surcharge added to the normal billing rate for all personnel. Consultants to **CONSULTANT** will be charged according to their professional classification. The **CLIENT** will be notified prior to any changes to these rates. The below personnel classifications and rates may vary for each Work Authorizations according to the needs each project.

Table 2 – Anticipated Personnel Classification and Rates

Personnel Classification	Rate
Principal	\$200
Senior PM / Professional	\$175
Project Manager	\$150
Professional	\$125
Jr. Professional / Technician	\$90
Administrative	\$70

V. PROJECT SCHEDULE

The **CONSULTANT** shall perform the Services within the proposed CIP schedule provided below. Due to the nature of the activities anticipated for this project, schedules for individual tasks performed during this project will be updated with **CLIENT** input throughout the project. Separate work authorizations will be required for other services, including geotechnical services during detailed design.

PROPOSED ROADWAY CIP SCHEDULE FOR FY 2013												
TASK NAME	FY 2013											
	2012			2013								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Citywide Point Repairs												
Procure Design Professional for CIP												
Prepare Construction Documents for CIP												
Develop CIP Construction Execution Plan												
Construction of CIP												
Parkcrest Drive Engineering												
Parkcrest Drive Construction												

VI. CLIENT'S PROJECT MANAGER

The **CLIENT'S** project managers and point of contacts for this Project are:

- Rafael Castillo
- Sarah Mangham
- Tom Garcia

VII. KEY CONSULTANT PERSONNEL

The following **CONSULTANT key personnel** are assigned to perform the Services:

- Principal - Paul Hawryluk, PE
- Project Manager - Andrew Hunt, PE
- Professional - Matt Henley, PE

AUTHORIZED BY:

ACCEPTED BY:

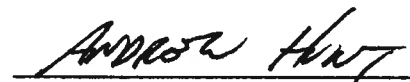
CLIENT:

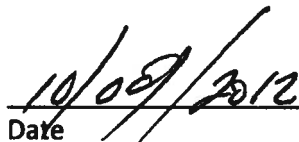
CONSULTANT:

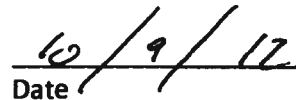

Signature


Signature


Print Name


Print Name


Date


Date



RESOLUTION NUMBER 2013-451(R)

A RESOLUTION AUTHORIZING ADDITIONAL ENGINEERING SERVICES FROM RABA KISTNER FOR ROADWAY CIP MANAGEMENT IN THE AMOUNT OF \$19,360.00 PER WORK AUTHORIZATION 2012-03.

WHEREAS, on October 8th, 2012 the City of Windcrest City Council passed Resolution 2012-405(R), a resolution authorizing Raba Kistner, Inc. to provide management of the Roadway CIP for a fee not to exceed \$60,920.00 per Work Authorization 2012-03; and

WHEREAS, the City of Windcrest City Council desires to authorize an additional \$19,360.00 for the performance of Roadway CIP Management per Work Authorization 2012-03 and Resolution 2012-405(R).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windcrest, Texas, that:

1. The purchase of an additional Engineering Services for a fee not to exceed \$19,360.00 from Raba Kistner for the performance of Roadway CIP Management per Work Authorization 2012-03 is approved.

2. The City Manager is authorized to execute all necessary documentation for said purchase.

DULY PASSED AND APPROVED, on the ____ day of _____, 2013 at a regular meeting of the City Council of the City of Windcrest, Texas, which meeting was held in compliance with the Open Meetings Act, Tex. Gov't. Code, §551.001, et. seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

Alan Baxter, Mayor

ATTEST:

Kelly Rodriguez, City Secretary

APPROVED AS TO FORM

Michael Brennan, City Attorney

Sent: Friday, August 02, 2013 10:49 AM
To: Rafael Castillo; Sarah Mangham; Michael Brenan
Cc: P. E ANDREW C. HUNT (ahunt@rkci.com)
Subject: RE: Extending Mill and Overlay on Richfield

The estimated increase in fee would be well under the 25% change order limit. This is in compliance with state law. Our purchasing policy allows for the governing body to grant authority to the City Manager for the approval of change orders \$25,000 or less. As the estimated cost is \$35,000, the change order will likely have to go before council. As far as the IDS proposal, the \$2000 is not a concern (with regard to state or city policy). Would ya'll like me to request a proposal from IDS to get things moving?



Michael McAlear
Purchaser

Assistant Economic Development Manager/ Business Analyst

p: 210.655.0022 ext. 2160

c: 210.740.8210

f: 210.599.1457

mmcalear@windcrest-tx.gov

8601 Midcrown

Windcrest, TX 78239

<http://www.windcrest-tx.gov>



CONFIDENTIALITY NOTICE: If you have received this communication in error, please notify the sender by reply message and then delete this message from your files. This e-mail transmission and any attached documents may contain confidential information belonging to the sender, is legally privileged, and intended for use only by the intended recipient(s). If you are not an intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution, copying or forwarding of this communication is strictly prohibited. Unauthorized interception of this message may be in violation of the Electronic Communications Privacy Act, 18 U.S.C. §2510 et seq.

From: Rafael Castillo
Sent: Friday, August 02, 2013 10:32 AM
To: Sarah Mangham; Michael McAlear; Michael Brenan
Cc: Leonard D. Young, P.E. (lyoung@yprconsulting.com); P. E ANDREW C. HUNT (ahunt@rkci.com); PE Jeffrey McKinnie (jmckinnie@idsengineeringgroup.com)
Subject: FW: Extending Mill and Overlay on Richfield
Importance: High

Hello everyone,

How much can we officially move forward with this amendment to the contract?

I think it's a good idea, but how much can we afford and follow the procurement process?



*Rafael Castillo, Jr.
City Manager
p: 210.655.0022 ext. 2120
f: 210.655.8776
rcastillo@windcrest-tx.gov
8601 Midcrown
Windcrest, TX 78239
www.windcrest-tx.gov*

From: Andrew Hunt [<mailto:ahunt@rkci.com>]
Sent: Thursday, August 01, 2013 3:57 PM
To: Rafael Castillo
Cc: Jeffrey McKinnie; Sarah Mangham; Thong Le
Subject: RE: Extending Mill and Overlay on Richfield
Importance: High

Rafael,

After reviewing the improvements with the design engineer, Jeffrey McKinnie, it is my opinion that extending the project westward to the east property line of the house at 625 Richfield will improve the overall project. My rationale include:

- This extension resolves additional drainage problems, and road base and sidewalk failures
- This extension takes advantage of the excellent (i.e. low) unit costs of the work provided by under the current construction contract
 - i.e. We are fixing additional problems at an excellent cost to the City
- This change will lengthen the project to make it essentially a block-to-block improvement (Midcrown to Richway)
 - This leaves a clear, clean starting point for future improvements that might happen on Richfield or Richway.

If you choose to authorize an extension according to the above details, I recommend that the City immediately request a proposal from IDS Engineering to produce additional sheets and compute quantities, as needed to direct the contractor. As this street is currently under construction, time is of the essence to minimize re-mobilization costs and project delays.

Regards,
ANDREW C. HUNT, P.E., CFM

Rafael

When we were determining scope on Richfield, we initially only looked at the limits that were shown in the original CIP Program. We noticed that the street repair limits could have been significantly extended. Noting the budget limits we were trying to hit with Package #1, we ultimately decided to limit the project length.

At your request, we visited the Richfield site yesterday afternoon to confirm the bird bath in front of 613 Richfield and talked to the resident that filed the complaint. If the City wants to extend the limits on Richfield to cover this bird

bath, then we recommend that the project limits be extended even further and reach 625 Richfield or approximately 405 feet. Based on ASC's contract unit prices, we estimate that the increase in fee would be approximately +/- \$35,000.

If this is something the City wants to pursue then we recommend that ASC be allowed to overrun their original contract quantities. IDS will also need to determine limits of curb repair, base repair, draw up a new plan sheet, and compute quantities (\$2,000 add service).

Please advise how you want to proceed.

Jeffrey McKinnie, PE
Senior Project Manager

IDS Engineering Group
613 NW Loop 410, Suite 550
San Antonio, Texas 78216
t: 210.340.8481 ext 118 f: 210.340.3964 m: 210.632.4310
jmckinnie@idsengineeringgroup.com
www.idsengineeringgroup.com (NEW)

From: Rafael Castillo [<mailto:rcastillo@windcrest-tx.gov>]
Sent: Thursday, August 01, 2013 3:02 PM
To: Andrew Hunt
Cc: Jeffrey McKinnie; Sarah Mangham; Thong Le
Subject: RE: Extending Mill and Overlay on Richfield

If we proceed with this extension will the extension of the scope of work bring forth a significant improvement to the overall project or not?



Rafael Castillo, Jr.
City Manager
p: 210.655.0022 ext. 2120
f: 210.655.8776
rcastillo@windcrest-tx.gov
8601 Midcrown
Windcrest, TX 78239
www.windcrest-tx.gov

From: Andrew Hunt [<mailto:ahunt@rkci.com>]
Sent: Thursday, August 01, 2013 11:57 AM
To: Rafael Castillo
Cc: Jeffrey McKinnie; Sarah Mangham; Thong Le
Subject: Extending Mill and Overlay on Richfield

Rafael,

Yesterday Jeffrey and Thong went and looked at the potential bird bath on Richfield. They identified what might be the low spots that had been reported to you a few houses away from the current construction limits. They can instruct the contractor to extend the limits to include this spot. However, please be aware that there are also other minor low spots every block or so for most of the road. The current limits of repairs were established based on the concentration problem areas. If you would like to authorize the contractor to extend the limits on Richfield, please also guide us on where to stop.

Andrew Hunt, P.E., CFM

Raba Kistner Facilities, Inc.

C :: (210) 854-9518 • P :: (210) 699-9090

ahunt@rkci.com

~ August 2013 ~						
◀ Jul 2013						Sep 2013 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 SCCM / Budget 6 PM	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

More Calendars from WinCalendar: [Sep 2013](#), [Oct 2013](#), [Nov 2013](#)

~ September 2013 ~						
◀ Aug 2013						Oct 2013 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Budget Public Hearing 9 AM	4	5	6	7
8	9 Budget Public Hearing SCCM?? 6 PM	10	11	12	13	14
15	16	17	18	19	20	21
22	23 RCCM ?? 5:15 PM	24	25	26	27	28
29	30	Notes:				

More Calendars from WinCalendar: [October](#), [November](#), [December](#)